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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 30, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 35

TO: Branch and Division Chiefs and Regional Directors

FROM: F. J. Hughes, Chief, Administrative Services Division

SUBJECT: Transportation - Bills of Lading

SECTION I - GENERAL

- A. The purpose of this Memorandum is merely to provide information concerning the securance, preparation, and distribution of the various copies of Government bills of lading for issue under administrative expense and trust funds, as distinguished from commodity shipments.
- B. General Regulations No. 97, approved by the Comptroller General of the United States on April 13, 1943, introduces revised Standard Government Bill of Lading and related forms and transportation voucher forms. These revised forms must be used exclusively on and after January 1, 1944, and may be used sooner if available and present stock of Standard Form No. 1058 is exhausted.
- C. A revision of this Memorandum covering the procedure for use of the revised Standard Government Bill of Lading and related forms will be issued prior to the compulsory date. Other phases of transportation, which are intentionally omitted from this Memorandum, will be covered in the revision.
- D. Since present stocks of Government Bills of Lading, Standard Form No. 1058, may not be used after December 31, 1943, the existing eight-part or nine-part forms will be used until that date.

SECTION II - SECURANCE OF BILL OF LADING FORM

- A. Effective October 1, 1943, the Reproduction and Distribution Section, Administrative Services Division, will handle the distribution of blank Government bills of lading rather than the Finance and Accounts Division. Separate requisitions on Form AD-14 for Government bill of lading blanks should be submitted through the same channels as for any other forms. They will be stocked in Washington and in the field supply depots.

SECTION III - PREPARATION OF BILL OF LADING

- A. The bill of lading should be prepared in an original and five copies. The extra yellow copies which are required in connection with commodity shipments should be detached before preparation of the bill of lading and may be destroyed.

- B. On the line headed "Bill to" at the top of the bill of lading shall be shown the Finance and Accounts Division/Regional Fiscal Division address to which the carrier is to submit its voucher for payment. The space available for this purpose is limited, but it is believed that the building or street address and the city and state can be shown immediately following the words "Department of Agriculture - Food Distribution Administration." These billing instructions to carriers fall into two categories:
1. For shipments payable from the grading service trust fund (12 x 8015), the bills of lading will show address as Washington 25, D. C.
 2. For shipments payable from all other funds, the bills of lading will show address of the office accounting for the funds to be charged.
- C. The cost (or estimated cost) shall be secured from the carrier and inserted on the face of the blue and one of the two yellow copies. This information is necessary for use of the fiscal office in establishing an encumbrance of funds to cover the shipment.
- D. The appropriation and allotment chargeable must be shown by the consignor. As a rule the funds available to the consignee, when shipment is to an office within the FDA, will be properly chargeable. The consignor should not show his allotment or branch/division name unless the transportation charges are to be paid from his funds, but the allotment or branch/division name of the consignee.

SECTION III - DISTRIBUTION OF COPIES OF BILLS OF LADING

- A. The various copies of the bill of lading will be distributed, after signature by the carrier, by the consignor as follows:
1. White - Original. Forwarded to the consignee for completion of the Consignee's Certificate of Delivery and surrender to the last carrier upon receipt of the shipment.
 2. Salmon. Released to the carrier's agent at point of origin.
 3. Pink. Retained for the files of the consignor.
 4. Blue. Forwarded to the Finance and Accounts Division/Regional Fiscal Division indicated on the bill of lading in accordance with the requirements of Paragraph B of Section II.
 5. Yellow. The copy on which there is indicated the cost or estimated cost of shipment will be attached to, and forwarded with, the blue copy to the Finance and Accounts Division/Regional Fiscal Division. The other yellow copy will be forwarded to the consignee, along with the white (original) copy, for his files.

F. J. Hughes